



# TOWN OF SUFFIELD

83 Mountain Road • Suffield, Connecticut 06078

(860) 668-3840 • Fax (860) 668-3317

**Position:** Human Resources Executive Assistant

**Posted:** August 3, 2018

**Application period ends:** August 17, 2018

## **General Statement of Duties**

The Town of Suffield is seeking a dynamic and experienced Human Resources professional to provide administrative support to the Human Resources Director on a variety of administrative, technical and confidential projects. Duties include compiling and analyzing data, coordinating multiple concurrent activities, handling sensitive information as it pertains to union contracts, personnel, benefits and payroll. Serving the Town of Suffield employees in a customer service orientated atmosphere that helps promote a positive and professional image of town government and human resources functions. This is a full time position that reports to the Director of Human Resources.

## **Essential duties**

- Provides assistance with recruitment; prepares job postings, screens resumes, schedules interviews, coordinates pre-employment physicals, employment verifications, drug screenings, and background and motor vehicle checks. Prepares new hire packets, offer letters and assists in onboarding of new employees.
- Organizes and maintains the human resources filing system; ensuring accuracy and completeness of confidential and personnel files.
- Compiles research and analyzes data for contract negotiations, grievances, mediations, arbitrations and investigations.
- Conducts internal audits to ensure key financial controls are maintained.
- Maintains and updates various department database tools in HRIS system. Tracks training compliance in accordance with OSHA, federal, state and local laws and regulations governing employee safety and employment.
- Provides technical support for human resources software and programs, updates Town's web page with relevant employee/employment information.
- Plans and coordinates employee recognition programs and events.
- Processes applications for family medical leaves, short term disability, COBRA, workers compensation and unemployment requests in compliance with federal, state and human resources employment related laws.
- Drafts and prepares employee communications, promotes employee assistance program, available training opportunities to encourage employee growth, productivity and wellness.

## **The successful candidate for this position must:**

- Work independently, have strong interpersonal communication, organizational and problem solving skills.
- Have knowledge of HR principles and practices, state and federal laws, concerning public personnel administration, including compensation, recruitment and selection, benefits

administration, equal employment opportunity, collective bargaining, occupational safety and health, and human resource development

- Have exemplary ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, employees, and retirees.
- Have strong administrative and computer skills (Micro Soft Office, word, Excel, PowerPoint, Social Media and HRIS systems)

### **Minimum Qualifications:**

Graduation from an accredited college or university with a degree in Human Resources or a closely related field is preferred. Previous experience as an Administrative Assistant, four years preferred. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman or his/her designee.

### **Compensation and benefits**

Hourly position, salary commensurate with experience • 13 paid holidays per year • paid sick and vacation days • medical, dental and vision insurance • defined contribution plan with Town match • short-term disability, long-term disability and life insurance

### **How to apply**

Applications can be found on the Town of Suffield's web page [www.suffieldct.gov](http://www.suffieldct.gov) under town departments/Human Resources. Mail or e-mail completed application and resume to: The Town of Suffield, Attention Karin Ziemba, Director of Human Resources, 230C Mountain Road, Suffield, CT 06078, [kziemba@suffieldct.gov](mailto:kziemba@suffieldct.gov)

*The Town of Suffield is an equal opportunity employer m/f/d/v  
the above posting is intended as a guide and is not a complete description of the position or process.*